

TAX ASSESSOR

Nature of Work

This is responsible administrative work involving the assessment of property within the City of Eastport. The Assessor estimates the value of real properties to know the ad valorem property taxes, real estate and personal property, which are allocated to the municipality.

Examples of Work (Illustrative Only)

- Inspect properties and determine the value of appraisal, utilizing the fair market value, location, and replacement fees.
- Identify the rightful ownership of every piece of taxable property in order to issue notices of taxes and assessments.
- Maintain assessment rolls that reveal the assessed status and values of all property found within the City. Have the ability to determine taxability and value of a property by employing different techniques such as market trend studies, income and expense analysis, and field inspection.
- Maintains and reviews the maintenance both in hard copy and data base of official maps, transfers, declarations of value, roads, street numbers, multiple types of plans, building permits, tax acquired property, municipal holdings, county assessment, historic tax rates, historic interest rates, historic municipal valuations, historic state valuations, exemptions of all types, and a myriad of other official records which are the responsibility of the assessment office; supervises all valuations and other data in valuation commitment books; determines the valuations to be placed on new, renovated, and existing property based on changing market values.
- Inspect new construction and main improvements to current structures and determine the value(s).
- Responsible for explaining assessed values to owners of properties and defend appealed assessments at public hearings.
- Prepare and maintain the existing data on every property assessed, property characteristics, listing maps of boundaries, and any applicable exclusion.
- Conduct intermittent reviews of properties within jurisdictions for the purpose of determining the changes in property due to demolition or construction and review the information of transfers of property to safeguard accuracy and make proper corrections as necessary.
- Monitor the Property Tax Assessment Exemptions for validity and accuracy in accordance with State laws.
- Administers and maintains a pricing manual of real and personal property prices to utilize the cost approach to value. Administers and maintains Income and expense information to utilize the income approach to value. Administers and maintains a collection of sales data to utilize the market approach to value. Collects all economic and social data effecting property values; prepares appraisal and other reports as necessary. Maintains a positive relationship with the public and real estate professionals in obtaining information pertaining to the sale of real estate. Answers complex questions related to tax bills inquiries and property information which the tax collector's department finds difficult to answer.
- File all reports in a timely fashion and create tax bills for Real Estate and Personal Property
- Earn and maintain required certifications.

TAX ASSESSOR continued.

Requirements of Work

- Considerable knowledge of the City ordinances, planning and zoning, and general State laws governing real and personal property assessments, and statutory exemptions.
- Knowledge of building construction methods and architecture, the mechanics of real estate sale and finance.
- Ability to analyze factors which may influence the value of property and to exercise judgment in determining property values and changes in City structures and physical properties.
- Ability to plan and organize the maintenance of property records to facilitate the preparation of varied assessment rolls and reports.
- Ability to establish and maintain effective working relationships with taxpayers, the general public, employees, and other departments.
- Ability to become knowledgeable of the geographic layout of the City.
- Ability to plan, assign, and supervise as needed.
- Experience with distance meters, measuring tools and other necessary equipment.
- Ability to deal effectively with the public in tense situations.
- Knowledge of State Real Estate and Personal Property Tax statutes and regulations.
- Ability to organize and maintain records and prepare reports.
- Ability to use modern office equipment.
- Maintain required certifications

Training and Experience Required:

Considerable experience in property assessment work involving the appraisal and evaluation of land and buildings, computer literate skills, preferably including some experience in the maintenance of standard office records; and satisfactory completion of courses of study in real property appraisal, or graduation from an accredited college program with specialization in property assessment, business or public administration; or any equivalent combination of experience and training.

Necessary Special Requirements:

- Possession of a valid Maine assessor's certificate (CMA) or be capable of certification within 12 months.
- Maintain the required state annual 16 credit hours as authorized by the state.
- Also must maintain valid Maine Driver's License.

CODE ENFORCEMENT OFFICER

Nature of work

This is a responsible administrative and technical job involving the performance of building and land use inspections, the naming of streets and addressing of structures, the enforcement of code and zoning regulations, and participation in planning and site plan review processes.

The Code Enforcement Officer is responsible for issuing building, floodplain management, land use, sign and demolition permits; conducting land use, building inspections; enforcing municipal ordinances; maintaining liaison with appropriate state and local agencies; and maintaining office records and reports.

The Code Enforcement Officer provides administrative support to the Planning Board and Board of Appeals and maintains records for both boards. Work is performed under the general supervision of the City Manager and the Code Enforcement Officer also exercises considerable independent judgment and discretion in the performance of his/her duties. Work is reviewed through reports, discussions, observation, and results achieved.

Examples of Work (Illustrative Only)

- Maintain all records in the Code Enforcement Office
- Provide assistance to the public
- Issue permits
- Perform required inspections
- Investigate land use complaints and violations
- Issue violation notices as necessary
- Complete all reports as required
- Document all official actions and determinations
- Maintain an accurate record of work hours, vehicle mileage and office expenses
- Maintain required CEO certification
- Provide administrative support to Planning Board and Board of Appeals
- Assist Ordinance Committee in preparation of ordinance amendments
- Complete other tasks related to the CEO office
- Answer questions from the public regarding code enforcement laws and regulations.
- Enforce the local shoreland and regular zoning ordinance in accordance with the procedures contained therein.
- Perform related duties from time to time as may be directed by the City Manager.

Requirements of Work

- Considerable knowledge of approved methods and materials used in building construction and plumbing installations.
- Considerable knowledge of local, state, and federal rules, regulations, ordinances and laws governing building construction, zoning and land use.
- Considerable knowledge of planning principles and plan review method and the ability to analyze and interpret complex construction plans and specifications.

CODE ENFORCEMENT OFFICER CONTINUED

- The ability to deal with the public firmly and courteously under adverse or strained conditions.
- The ability to maintain records and prepare reports.
- The ability to recognize codes violations and to take appropriate enforcement action.
- The ability to communicate well both orally and in writing.
- Ability to rapidly acquire and assimilate knowledge of the provisions of City ordinances and state regulations relating to the operation of the office and City government, and ability to communicate this to office staff and the public.

Educational Requirements

State of Maine certification as a Code Enforcement Officer in the areas of building standards, shoreland zoning and land use. Take all trainings/courses required to maintain certification.

Expected to get certified in the fields of Code Enforcement within 12 months.

The following personal qualifications are required to perform the work of the Code Enforcement Officer:

- Be at least 18 years of age
- Be a full-time resident of the State of Maine
- Possess a valid State of Maine driver's license and a vehicle to use in the performance of duties
- Have the physical ability to carry out the inspection and administrative duties of the office.

LOCAL PLUMBING INSPECTOR

Nature of work

Work involves skilled activities in the inspection and enforcement of plumbing, environmental, and related codes pursuant to State and Local Zoning and Subdivision Ordinances. Local plumbing inspectors inspect all internal and external plumbing for which permits are granted within their respective municipalities to ensure compliance with state rules and municipal ordinances. This is an appointed position. Work is performed under the direction of the City Manager.

Examples of Work (Illustrative Only)

- Inspects all Internal and external plumbing for which permits are granted within the municipality to ensure compliance with state rules and municipal ordinances.
- Inspects all plumbing for which permits are granted to insure compliance with minimum standards for safety and health.
- Prepares accurate inspection reports which summarize general conditions.
- Performs site reviews and describes proper corrective action if needed. In most cases, informal hearing is held with owner/contractor to make them aware of problem.
- Maintains active and accurate indexes, and individual case files.
- Makes permanent records in the field relative to the information necessary to establish a value for rehabilitation.
- Communicates with the Code Enforcement Officer, Planning Board, Sewer Clerk, Assesor and contractors and performs related work as required.

Requirements of Work

- Knowledge of all types of plumbing systems in various stages of construction.
- Maine law (30-A MRSA, C.185, § III) requires that local plumbing inspectors permit and inspect the installation of subsurface wastewater disposal systems.
- Knowledge of methods and techniques of inspection and checking plans and blueprint specifications.
- Utilization of resources from the State Planning Office for Local Plumbing Inspectors.
- Ability to maintain records and prepare reports.
- Ability to recognize code violations and to take appropriate enforcement action.
- Ability to communicate effectively, orally and in writing, and the ability to follow through on jobs to their completion.
- Ability to complete difficult inspection work and the ability to work in all types of adverse weather conditions.
- Ability to perform various inspections on a variety of existing and new structures in all stages of construction.

Local Plumbing Inspector continued

- Ability to deal with the public firmly and courteously under adverse or strained conditions.
- Ability to establish effective working relationships with owners, contractors, tenants, property managers and other City officials under adverse or strained conditions.

Training and Experience Required

Experience in plumbing and inspection work.

Knowledge of technical plumbing code interpretation.

Obtain and maintain State certification.

Necessary Special Requirements

State law requires that an individual appointed to the position of local plumbing inspector (LPI) must hold certification prior to appointment and must be recertified every six years.

Must have a valid State of Maine Class C Motor Vehicle Operator's License and a vehicle available for job use.

E-911 Addressing Officer

Nature of Work

This is an appointed position and is required by the State Emergency Services Communication Bureau (ESCB). The E-911 Addressing Officer is the City contact for all matters pertaining to E-911 data.

Examples of Work (Illustrative Only)

Approve and provide correct road name and number range information to the ESCB as well as resolving discrepancies that arise with any addressing information in E-911 databases. Calculate and issue property numbers.

Notify the Maine Office of GIS as well as Verizon when a road is added, extended, closed or renamed. Monitor subdivision development activities with Planning Board and CEO.

Maintain City emergency road data maps provided by Maine Office of GIS.

Answer citizen questions regarding addressing.

Educational/Training

Training is encouraged, but not required, by the State. There is no certification required.